

WASHINGTON  
MILITARY DEPARTMENT  
*"Citizens Serving Citizens With Pride & Tradition"*

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**Homeland Security Program Manager  
(Emergency Management Program Specialist 3)**  
**\$4,114- \$5,395 (Range 58) per month, depending on qualifications**

**OPENS:** March 3, 2010  
**CLOSES:** March 17, 2010  
**WORKING TIME:** Full Time  
**LOCATION:** Camp Murray, Tacoma, WA  
**RECRUITMENT #** 1-03032010-EMPS3-EMD-01

The Washington Military Department's Emergency Management Division (EMD) has one opening for an Emergency Management Program Specialist 3 in the Homeland Security Section. This position reports to the Homeland Security Section Manager.

**PRIMARY RESPONSIBILITIES**

Duties and responsibilities include but are not limited to the following:

- Provides statewide program management and consultation to local jurisdictions, tribal governments, staff and managers in the resolution, development, and delivery of the federal Department of Commerce Public Safety Interoperable Communications grant program, the Buffer Zone Protection Program, and the Interoperable Emergency Communications Grant Program.
- Provides leadership and management of resources with section and other EMD staff involved in homeland security and related program grant administration.
- Interfaces directly with Department of Homeland Security (DHS), US Department of Commerce staff, Washington State Patrol, the Washington Department of Information Services and other agencies as required to coordinate resources, resolve contract/program issues, and ensure timely completion of statewide SAA (State Administrative Agency) reporting requirements.
- Evaluates program and budget proposals for grants to regions, local jurisdictions and tribal governments.
- Develops contracts for approved deliverables; monitors performance against contract agreements; reviews and approve payments for completion of contract deliverables.

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- Attends and participates in homeland security committee, regional meetings, exercises and trainings, professional meetings, State Interoperability Executive (SIEC) meetings, and related interoperable communications workshops and conferences.

### **REQUIRED QUALIFICATIONS**

Two years of experience as an Emergency Management Program Specialist 2; OR

A Bachelor's degree and four years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs and/or urban planning. Additional qualifying experience will substitute for education on a year for year basis.

### **AND**

Two years of experience in one or more of the following (this experience can be gained concurrently with the experience listed above):

- Monitoring and evaluating grants for federal, state, local governments, or private entities,
- Developing, negotiating, monitoring, and administering contracts with public and private entities, or
- Developing, preparing, monitoring, evaluating and briefing others of budget status.

### **DESIRED QUALIFICATIONS**

- Develop, negotiate, implement monitor and evaluation grants for federal, state, local governments, or private entities.
- Interpret complex federal grant guidance to provide leadership, technical expertise and program management for assigned grant programs.
- Assign, guide, coach and train one or more teammates while performing similar work.
- Understand and apply budget principles; maintaining accurate balances, running financial reports and ability to explain budget numbers to staff, stakeholders, and management.
- Prepare and complete contracts, scopes of work and associated deliverables in accordance with grant guidance.

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- Strong written and verbal communication skills to represent the Department at professional, local, state, regional, tribal and/or national meetings.
- Excellent customer service.
- Interact professionally with internal and external stakeholders on sensitive and/or confidential issues dealing with state, local and federal homeland security or other applicable issues.
- Document information or update records so that they reflect the most current information and maintain an account of changes, decisions, activity and work performed.
- Coordinate, monitor and evaluate a project or program having a specific goal to be achieved within a specific time frame.
- Prepare and complete contracts, scopes of work and associated deliverables in accordance with grant guidance.
- Use of Microsoft Office Suite (including Word, PowerPoint and Excel) to develop documents in support of program objectives.

### CONDITIONS OF EMPLOYMENT

- Ability to serve in an operational capacity in the Emergency Operations Center, joint information center and/or field offices or command posts during emergencies and disasters which may include shift work, rotating hours and long hours, to assist with disaster response and recovery.
- Willing to travel in and/or out-of-state. May be required to be away from home for overnight and/or extended periods of time.
- Must comply with Department policy/procedure governing workplace conduct.
- Willing to work in and around military facilities and programs.
- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.

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## **APPLICATION PROCESS**

Individuals interested in applying for this position should submit the following documents to [Applicant1@mil.wa.gov](mailto:Applicant1@mil.wa.gov). **NOTE:** Please indicate the position you are applying for on the subject line of the email.

1. A current [Washington State Application form](#) or E-Recruiting profile.
2. Letter of interest addressing the skills and qualifications as outlined in the posting.
3. Three employment references which includes your two most recent supervisors and one peer.

### **Mistina Venesky**

Human Resource Consultant/Recruiter  
Washington Military Department  
State HRO, Bldg #33  
Camp Murray  
Tacoma, WA 98430-5006  
Voice/Message (253) 512-7941

### **RECRUITMENT AND SELECTION TIMELINE**

Activity	Date
Recruitment Opened	March 3, 2010
Recruitment Closes	March 17, 2010
Initial applicant screening completed	March 23, 2010
Top candidates notified of interview selection	March 24, 2010
Interviews conducted	Week of April 5, 2010
Anticipated hire date	May 1, 2010

***The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.***